

**STATE OF DELAWARE
ADMINISTRATIVE OFFICE OF THE COURT
COURT INTERPRETER PROGRAM
Orientation Seminar Announcement and Registration- ALL COUNTIES**

All court interpreter candidates for all foreign languages must complete an orientation session conducted by the Delaware Administrative Office of the Courts as the first step in the credentialing and registration process to become certified court interpreters in the State of Delaware.

The Administrative Office of the Courts will offer a one-day orientation session:

WHEN:
Tuesday, February 16, 2021
8:45 a.m. – 4:00 p.m.

WHERE:
VIRTUAL (via Zoom)
***Once your registration is accepted, you will
receive a confirmation email with a link to
connect to the meeting.***

Registration Deadline: Friday, January 29, 2021

The cost of Orientation is \$ 65.00 for Delaware residents and \$120.00 for Out-of-State candidates who live within 100 miles round trip of any Delaware Courthouse

This orientation will include the following topics:

- ◆ *Skills required to become an interpreter*
- ◆ *The role of the court interpreter*
- ◆ *Modes of interpretation*
- ◆ *A day in the life of a court interpreter*
- ◆ *The Delaware courts*
- ◆ *Testing – written and oral exams*

If you wish to enroll in this court interpreting orientation session, please complete the enclosed registration form and mail it with your payment by January 29, 2021 to:

Administrative Office of the Courts
405 N. King St., Suite 507
Wilmington, DE 19801
Attn: Jennifer Figueira/Orientation

A separate announcement and registration form for the 2021 Written Exam will be available on the Delaware Court Interpreter Program website, at <https://courts.delaware.gov/aoc/courtinterpreter/certification.aspx>. If you have any questions regarding this Orientation or the Court Interpreter Program, please send an email to the Coordinator, at jennifer.figueira@delaware.gov

(Please keep this page for your records)

Important- Please read below

- Registration will not be refunded or postponed if you fail to appear for the orientation, you arrive late, or cancel your registration after the deadline of January 29, 2021. The exception to this policy is if you are feeling sick at any time before the orientation and need to cancel.
- If you experience COVID-19 symptoms, or experience another medical reason that would prevent you from participating in the orientation, you will be given the opportunity to register for an alternative date (to be determined) or request a refund of your registration fee.

**STATE OF DELAWARE
ADMINISTRATIVE OFFICE OF THE COURTS
COURT INTERPRETER PROGRAM
ORIENTATION SEMINAR REGISTRATION FORM**

**Event Date: TUESDAY, February 16, 2021
Place: Virtual (via Zoom)**

Once your registration is accepted, you will receive a confirmation email with a link to join the meeting.

**Please complete all fields and return the registration form along with the registration fee by January 29, 2021
to the Court Interpreter Program's mailing address below.**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day: _____ Evening: _____

Email address: _____

☐ Foreign Language(s) - Please list: _____

☐ Interpreter for Deaf/Hard of Hearing

PLEASE ADVISE IF ANY SPECIAL ACCOMMODATIONS ARE NECESSARY _____

Method of Payment Enclosed: ☐ Check ☐ Money Order

Do not send cash. We cannot accept cash under any circumstance.

Make check/money order payable to the State of Delaware and please write your name on the check/money order. Please note that preference will be given to Delaware residents. All others will be admitted on a first-come first-serve basis for spaces remaining, if any. A \$35 fee will be charged for all returned checks.

\$ 65.00 - Delaware residents

\$120.00 - Out-of-State resident who live within 100 miles round trip of a Delaware Courthouse

**Please read the announcement carefully. To register, please complete this registration form and mail it along
with your payment by January 29, 2021 to:**

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Wilmington, DE 19801
Attn: Jennifer Figueira/Orientation**

If you have any questions, please contact the Coordinator via email at jennifer.figueira@delaware.gov